



Tennessee Department of Environment and Conservation
Executive Administrative Assistant 1
Division of Water Resources
Annual Salary Range: \$35,540 - \$65,748

About the Tennessee Department of Environment and Conservation (TDEC)

The department is responsible for:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards
- Protecting and improving the quality of Tennessee's land, air, and water
- Managing the system of 56 Tennessee State Parks and 83 Natural Areas

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from fees for services, state parks revenue, federal sources, and the state general fund. TDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has a central office in Nashville and eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

About the Division of Water Resources

The Division of Water Resources (DWR) is responsible for managing, protecting and enhancing the quality of the state's water resources through voluntary, regulatory and educational programs. The Division provides regulatory oversight for public drinking water systems and supplies; issues permits for discharges, alterations and activities protective of Tennessee's water resources; monitors and models the health of Tennessee's water resources; and provides outreach and education in and about Tennessee's watersheds.

Summary of Position

This Executive Service position is located in the division's Central Office in Nashville, TN. The selected candidate will report to the Director of the Division of Water Resources (DWR). Some of the key duties of this position involve: providing direct administrative support to the division's director, deputy directors and supervision of the division's Central Office administrative staff consisting of 5 direct reports. Additional responsibilities require managing the division's statewide personnel transactions, maintaining the division's staffing organizational chart, directly assisting with webpage material updates, and leading administrative efforts towards paperless processes across numerous programs. The position may require overnight travel for statewide meetings or training opportunities.

Knowledge, Skills and Abilities

The successful candidate for this position will have demonstrated experience and proficiency in the following skills:

- Committed to customer service excellence.
- Effective interpersonal skills when working with people at various levels within the organization as well as external stakeholders, including but not limited to local and federal government officials, environmental organizations and the regulated community.
- Routinely entrusted with confidential information due to high integrity level.
- Experienced with human resources policies and procedures including knowledge of best practices handling sensitive employee issues and concerns.
- Confident implementing individual performance goals and able to effectively monitor and evaluate results.
- Demonstrates critical thinking through problem solving, independent judgment, and self-directed activities. Deals with concepts and complexity comfortably.
- Strong organizational skills and willingness to learn new systems and procedures.
- Is task oriented; able to break down work for self and team members into the process steps; develops schedules and anticipates/adjusts for problems and roadblocks.
- High proficiency with Microsoft applications.

Education and Experience: Graduated from an accredited college or university with a minimum Associates degree. Preferred degrees include Bachelors of Business Administration, Human Resource Management, Bachelor of Arts (Sociology and Psychology). Experience in Human Resources, Learning and Development and related fields is a plus.

All interested candidates should submit via email (TDEC.Careers@tn.gov) resume and cover letter to Beth Smith, Director, Office of Talent Management. The position will remain posted until January 22, 2016. Additional questions regarding the position should be sent to TDEC.Careers@tn.gov.

Beth Smith, Director, Office of Talent Management

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TDEC is an AA/EEO/ADA equal opportunity employer.